



# Housing Authority of the City of Alameda

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## MINUTES

### REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF HELD WEDNESDAY, MARCH 17, 2010

The Commission was called to order at 7:03 p.m. by Chair Kurrasch.

#### PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

Present: Commissioners Couwenberg, Jones, Pratt, Smith, Chair Kurrasch

Absent: None

#### 2. PUBLIC HEARING

- 2-A. **Public Hearing** to Hear Comments on Housing Authority Agency Plan for Five-Year Period Starting July 1, 2010. Executive Director Michael Pucci stated no one is in attendance to comment on the agency plan during the Public Hearing. Mr. Pucci introduced Eileen Duffy, Operations Manager, to respond to questions.

Commissioner Pratt questioned if comments received were binding. Ms. Duffy asked if she was referring to the comments from the National Housing Law Project. Commissioner Pratt said yes. Ms. Duffy stated the Housing Authority will send the organization a letter with a response. She said none of their comments were on the Agency Plan; they were on the Administrative Plan which guides the Section 8 program. Their comments were addressed in a separate report to the Commission because it was not specific to the agency plan.

Accepted public comment on the Housing authority's proposed Agency Plan for the Five-year period starting July 1, 2010. The public hearing was closed at 7:04 p.m. and the regular meeting of the Housing Commission was called to order.

#### CONSENT CALENDAR

Commissioner Pratt moved acceptance of the Consent Calendar. Commissioner Jones seconded. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

- \*3-A. Minutes of the Housing Commission Regular Meeting held February 17, 2010. Minutes were accepted.
- \*3-B. Budget Variance Report. This report was for information only.
- \*3-C. Awarded a contract for the exterior painting of Parrot Village in the amount of \$58,300, including contingencies, to G & S Painting. The Housing Commission:
  - 1. Awarded a contract for the exterior painting of Parrot Village in the amount of \$58,300, including contingencies, to G & S Painting; and
  - 2. Authorized the Executive Director to execute the contract.
- \*3-D. Recommended to the Board of Commissioners to Adopt a Resolution Approving Housing Authority Budget Amendment No. 5 for Fiscal Year 2009-2010.
- \*3-E. Response to National Housing Law Project Comments. This report was for information only.

- \*3-F. Clarify Vacancy Payment Amount under Project-based Voucher Program. The Housing Commission adopted a change to the Administrative Plan to clarify the amount and term for vacancy payments under the Project-based Voucher program.
- \*3-G. Authorized the Executive Director to open the Project-Based Voucher waitlist and to accept 100 applications for studio and one bedroom units for seniors and 100 applications for three and four bedroom units and 50 applications for 5 bedroom units.
- \*3-H. Authorized the Executive Director to return the interest earned on tenants security deposits.

4. AGENDA

4-A. Approve the Housing Authority Agency Plan for the Five-Year Period starting July 1, 2010, and Authorize the Chair to Sign the Resolution to Certify that All Information stated in the Agency Plan and Accompanying the Plan is True and Accurate. Mr. Pucci stated this is the time to adopt the Agency Plan and introduced Eileen Duffy to answer questions. There were no questions. Mr. Pucci explained there are six goals and this is the "strategic plan" for the next five years. In the future, staff may come back to the Commission to adjust the goals. Mr. Pucci will report on these goals at least annually. Commissioner Pratt moved to approve the Housing Authority Agency Plan for the five-year period starting July 1, 2010, and authorize the Chair to sign the resolution to certify that all information stated in the Agency Plan and Accompanying the Plan is true and accurate. Commissioner Smith seconded. Motion carried unanimously.

4-B. Authorize the Executive Director to Set Rents, Utility Allowances, Maintenance Charges, and Security Deposits. Mr. Pucci explained that over the past decades the Esperanza public housing units were regulated by the Federal government. Since Esperanza was public housing, the Housing Authority was required to give official comment periods to the tenants for at least 30 days when setting rents, maintenance charges and costs of parts. Rents on other units are prescribed by either HUD fair market rents or others, such as Independence Plaza, where the Housing Authority is required to abide by redevelopment law. He gave examples of rent calculations. The means test used for Housing Authority tenants versus the private market is twice their income and he gave examples. Mr. Pucci said rents are set in a reasonable and appropriate manner. Mr. Pucci stated utility allowances are regulated by HUD and read the HUD regulation. Consultants will be used to review typical consumption rates in specific sized units and apply the actual cost of utilities. In the past, with the exception of Esperanza, staff has been setting rents, rates, and utility allowances. What this action will do is give the Executive Director the authority to set rents, utility allowances, maintenance charges, and security deposits. Mr. Pucci added that security deposits are typically set at one month's rent; however, if tenants cannot afford to pay the security deposit, it can be set to a lesser amount, such as half a month's rent.

Commissioner Pratt moved to authorize the Executive Director to set rents, utility allowances, maintenance charges, and security deposits for all Housing Authority-owned and managed units within the parameters of the Administrative Plan and the Managed Housing Policy. Commissioner Jones seconded. Motion carried unanimously.

4-C. Recommend the Board of Commissioners Adopt the Resolution to Approve the Housing Authority Budget for the Two-Year Period Starting July 1, 2010. Mr. Pucci said the budget is for the next two years and is intermittently adjusted throughout the year. He advised that this is the first time Community Improvement Commission (CIC) and City funds are included in the budget. This addition increased the Housing Authority budget substantially by \$4 million for 2010 and \$5 million for 2011. The Housing Authority is anticipating the same amounts of income and expenditure for the regular Housing Authority budget. The Esperanza budget, which was public housing, is included with the Housing Authority-owned units. Regarding Section 8, Mr. Pucci advised that the Housing Authority is being funded at 98%, if not higher, for Section 8 vouchers. Capital Improvements and Extraordinary Maintenance Projects are budgeted more aggressive and are listed on page 93 and 94 of the agenda packet.

The Housing Authority is experiencing a good revenue stream and cash flow. Mr. Pucci advised that the money will be reinvested into complexes as improvements. He mentioned that Esperanza tenants were promised improvements, such as renovating 10 units and repaving the parking lots. Other projects are planned and much work is expected over the next two years.

Commissioner Pratt asked if the improvements and remodeling were taken from the ADA report from the architect the City hired. Mr. Pucci responded yes. Commissioner Pratt asked if they were all being done this year. Mr. Pucci responded no but that a funding approach is being taken to ensure some progress is made every year..

Mr. Pucci discussed page 92 of the agenda packet, stating there are higher staffing levels because three Economic Development employees came to the Housing Authority. He said a consultant was hired to do a re-organizational study to review current staffing needs. Staffing needs may only increase by one because of that reorganization. If a Family Self-Sufficiency Coordinator is added, which will happen only if HUD provides funding for the position, the total increase in staff would be five.

The Housing Authority office is currently at full capacity, and Mr. Pucci passed out a floor-plan that would provide for more office space. He said the estimates for the office remodel are \$575,000, which includes some of the ADA improvements which he described. Available office space was researched and nothing was found that was reasonable and appropriate. Mr. Pucci felt that investing \$575,000 now is a good idea, explaining it will be at least 10 more years before any further remodeling, expansion, or changes are made to the office. This is a good investment at \$57,000 per year rather replacing the office.

Commissioner Pratt commented on making a dual purpose room by reconfiguring the conference room.

Commissioner Pratt questioned the decrease in reserves for FY2011 and FY2012 and asked if the deficits are of concern. Mr. Pucci responded no and explained it is all due to include Economic Development being added to the budget. Mr. Pucci gave a complete explanation and he asked Debbie Potter to explain other line items on this part of the budget. Commissioner Pratt asked if it is a reduction in assets more than a loss of revenue. Mr. Pucci replied that was correct, and he explained these are not Housing Authority funds, but City and CIC funds. The Housing Authority will be responsible for these funds and that is why they are included in the budget. However, it is still undetermined if there will be a joint meeting of the Board of Commissioners, City Council, and CIC, to approve the budget. The Board of Commissioners has the authority to approve the Housing Authority budget, but not the use of CIC or City funds.

Commissioner Pratt moved to recommend the Board of Commissioners adopt the resolution to approve the Housing Authority budget for the two-year period starting July 1, 2010. Commissioner Smith seconded. Motion carried unanimously.

## 5. ORAL COMMUNICATIONS

Speaker Nancy Gormley, Independence Plaza resident, said there have been infractions of the Pet Policy at Independence Plaza and handed out a list. She said the some residents are out of compliance with the policy and handed out a copy of the October 2008 Pet Policy with pertinent information underlined. She questioned why a letter from the Housing Authority was not sent to pet owners explaining that the policy will be enforced. She was expecting a letter from the Housing Authority to take some type of action. She explained the problems caused by dogs and how a dog was seen in building 709. She asked if anything was done by the Housing Authority in the past month.

Mr. Pucci explained that letters were sent to all dog owners. Ms. Gormley said one owner had advised her that he did not receive a letter. Mr. Pucci questioned who it was to be sure another letter could be sent to him. Mr. Pucci said that he discussed the Pet Policy with resident managers, and he advised them that their job is to remind dog owners of this rule. He said, in some cases, they were effective. Recently they

were reminded to tell people not to bring their dogs in and to report people doing so. He explained the difference between a service animal and companion animal. Staff will research on a case by case basis to see if they are allowed to be in the building. If needed, more information will be obtained by residents’ doctors. He explained how the Americans with Disabilities Act (ADA) is meant to help people, but that it can be open to abuse. If people are found in violation of the rules, they will be given a 30 day “Cure or Quit Notice,” and he explained if the problem is not cured after 30 days, the eviction process begins.

Chair Kurrasch asked to be kept informed and Mr. Pucci agreed.

6. COMMISSIONER COMMUNICATIONS

None.

7. ADJOURNMENT

There being no further discussion, Chair Kurrasch adjourned the meeting at 7:37 p.m.

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Arthur A. Kurrasch, Chair

Attest:

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Michael T. Pucci  
Executive Director / Secretary